

DOER Intern Information Form

Name of Supervisor:	Lisa Capone
Supervisor Title:	Deputy Director, Green Communities Division
Program Area:	Green Communities - communications and program administrative projects
Phone:	617-626-7358
Email:	lisa.capone@state.ma.us
Intern Projects, Tasks, Roles, Responsibilities:	<p>This represents an opportunity to assist in the development and completion of various projects relating to the advancement of energy efficiency and renewable energy in Massachusetts' 351 cities and towns. Working in the Green Communities Division of the MA Dept. of Energy Resources, interns will contribute to a variety of editorial projects, including newsletters, reports, case studies, web content, and powerpoint presentations. The ideal intern should also have a high comfort level dealing with and understanding technical issues, and working with excel spreadsheets and databases. Overall, this is an also opportunity to learn about clean energy as part of a team devoted to helping communities realize their clean energy potential.</p>
Minimum hours/week required:	part-time/negotiable
Internship Dates (if ongoing, just say ongoing):	ongoing
Skills required/preferred:	Research (internet and interviewing) and writing skills; experience with excel spreadsheets and databases
Salary (if none, please say none):	none
Other Information:	
How to Apply:	Please fill out applications along with cover letter/resume and two writing samples to lisa.capone@state.ma.us